

~~SECRET~~
SECURITY INFORMATION

4-1397

MAY 21 1953

MEMORANDUM FOR: Assistant Deputy Director (Administration)

SUBJECT: Basic Intelligence Course, Administrative Support Course

1. The comments of the DD/A offices on the tentative course outline for the proposed Basic Intelligence Course (Support) have been carefully reviewed. Some of these comments suggest that there may be some misunderstanding as to the purpose of this course.

2. This course is being developed to meet the requirement laid down in Regulation [REDACTED] for "a basic intelligence course of six weeks combining pertinent elements of the BIC with training in clandestine services administrative support...."

a. The first part of the requirement is met by the first three weeks of the course, which covers: what intelligence is; the role it plays in national security; the overt and clandestine activities of CIA, and its general organization for such activities; the main forces threatening our national security and necessitating these activities. There appears to be general agreement that all new professional employees stand to benefit from a basic orientation in these topics.

b. The second part of the requirement is met by the second three weeks of the course (the so-called "Administrative Support Course"), which covers: basic principles and techniques of clandestine operations; organization and functions of the Clandestine Services; administrative support of the Clandestine Services. It is intended that students will gain not only some knowledge of the procedures pertinent to administrative support of the Clandestine Services, but also an understanding of the peculiar problems surrounding such support.

3. Although there may seem to be no need for overt employees to know the covert side, it is our understanding that the ultimate use of an administrative employee is often uncertain, and that he may end up on either side, or be moved suddenly, in which cases this training would be advisable and profitable.

Document No.	8
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Reclassified	
Class. Changed To:	TS S O
Auth:	HR 78-2
Date:	27 NOV 1978

~~SECRET~~

4. In view of the requirement, this offering was never intended to be a course for overt administrative support. Therefore, activities which have no bearing on clandestine operations have not been covered, and topics such as position classification, mail procedures, the over-all DD/A program and DD/A support of the overt offices have been deliberately omitted. From the comments, it would appear that there is a requirement for an administrative course for the overt side of the DD/A program; if so, the Office of Training will undertake to formulate such a course. It is considered that such a course would normally follow, not replace, the BIC/SUP.

5. DD/P - Admin. also has an interest in this course, and Mr. [REDACTED] 5X1A9a has indicated that he finds it quite acceptable, with certain additions and minor modifications. Administrative personnel who will be directly involved in operations should take the full Basic Training Program offered by OTR/TR(S).

6. Additionally, the following points are noted in regard to the comments of the various offices:

a. Comments of [REDACTED] It is believed that the actual course 25X1A9a will be more unified and cohesive than might appear from the abbreviated syllabus. A more detailed outline of the various personnel lectures would clarify the approach; it is granted that some consolidation might be desirable or necessary. It was intended that problems of illness of employees overseas, their compensation, etc., would be covered in the personnel lectures and the finance lectures. It is agreed that a presentation of the Career Service Program is desirable. The "inadequate coverage" complained of is explained in two ways: a) Certain topics fall outside the purpose of the course; b) other topics which seem to be omitted are in fact already included.

b. Comments of General Counsel. Medical and travel claims, etc., have not been overlooked. The time allotted to operational aspects of the business is not considered excessive, considering the desirability of a basic understanding of those matters by administrative personnel and the difficulty in attaining it.

c. Comments of General Services Office. If the proposed lecture on "Printing, Records Management, and Mail Procedures" is aimed at the accompanying security problems, rather than at familiarization with the services, then it would seem to be within the scope of the course.

d. Comments of Logistics Office. It is believed that the nine hours already allotted in the course to supply, property, travel, and real estate will allow adequate coverage of the topics listed in the comment. Logistics is also included in the lectures on programming, project procedures, liaison, and organization. The Training Officer, Logistics Office, will be contacted for suggestions.

~~SECRET~~
SECURITY INFORMATION

e. Comments of Personnel Office. Some of the suggestions go beyond the requirement for training in clandestine services administrative support. Agent contracts will be treated from the operational point of view, as well as the financial and legal. The number of hours indicated for specific topics is tentative in all cases.

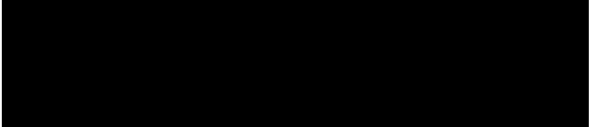
f. Comments of Medical Office. The exact order in which topics will be presented has not been finally determined. It is agreed that a presentation of "Medical Support" should be included. If GS-6 technicians need this course, the Office of Training has no objection to their admittance.

g. Comments of Security Office. One hour was suggested for the Security Office to present pertinent support functions. More time is available if needed. Security considerations will not be neglected; they will be emphasized throughout the course.

h. Comments of the Comptroller. The desirability of giving the student "an understanding of the inter-relationship between the operating functions and administrative support functions" is recognized, and is considered to be a principal course aim. The suggested subject matter, as outlined in Tabs A and B, is excellent, and considered to be admirably suited to the needs of this course.

7. It appears that objections raised by the various offices can be met, except for the inclusion of material outside the announced scope of the course. The Office of Training desires to present this course on 22 June, and will, therefore, proceed to develop the course if there is no further objection. After the first presentation, a number of modifications will undoubtedly be necessary, and criticisms will be most welcome.

25X1A


MATTHEW BAIRD
Director of Training

~~SECRET~~
SECURITY INFORMATION